

WINCHESTER PARKING AUTHORITY
February 28, 2013

MEMBERS PRESENT: Dick Helm, Kim Burke, Jeffery Rives & Mike Miller

OTHERS PRESENT: Samantha Anderson, Teresa Couch, Dale Iman, Jennifer Bell, Dario Savarese, Adrian O'Connor & Thomas Byrd

I. CALL TO ORDER

Chairman Helm called the meeting to order at 7:29 a.m. at which time it was determined a quorum was present.

II. REVIEW OF JANUARY 2013 MEETING MINUTES

The minutes were submitted by Chairman Helm and, without objection, were unanimously approved.

III. REVENUE REPORT FOR JANUARY 2013

Rives reported that the grand revenue total for January 2013 was \$90,533, an increase of \$1,522 or 2% in comparison to January 2012. Total hourly revenue for January 2013 was \$12,431, an increase of \$348 or 3% in comparison to January 2012. Rent revenue for January 2013 was \$59,479, an increase of \$3,979 or 7% in comparison to January 2012. Total meter and fine revenue for January 2013 was \$16,617, a decrease of \$4,204 or -20% in comparison to January 2012. Validation coupon revenue was \$1,058 for January 2013. Total miscellaneous revenue for January 2013 was \$948 due to the collection of broken gate arm fees, scrap metal, and the auction of various outdated parking equipment. Total hourly parking tickets for January 2013 was reported at 6,357 showing a decrease of 999 tickets in comparison to the previous month. At the end of January 2013, there were 939 spaces or 67% of total utilization of spaces being rented at all four parking garages with a total of 465 spaces available for rent. Of the 465 spaces available for rent, 333 spaces were located on the roof and 132 spaces were located undercover. At the end of January 2013, the total revenue for FY 2013 was reported at 8% in comparison to the previous year.

Rives stated that according to the report for January 2013, Loudoun Autopark had the most space rental vacancies available and GW Autopark had the largest percentage of monthly renters. Rives also noted that the meter and fine revenues continue to show a decline. Burke stated that it was interesting to note that the number of transient parking tickets collected at the garages appeared to be down however the revenue reflected an increase which left her to question if the reason for this was due to customers parking for longer periods of time. Anderson agreed that the probable reason for the hourly revenue increase was due to lengthier stays by customers in the garages. Helm noted that he was pleased to see that despite the continued decreases in meter and fine revenues, the overall total revenue was continuing to show moderate increases.

IV. EXECUTIVE DIRECTOR'S REPORT FOR JANUARY 2013

Anderson informed the Authority of the following:

- Repairs to Court Square Autopark continue to be ongoing. Completed repairs thus far included glass replacement in stairwell, removal of cabinet by the office, and progress continues to be made with joint repairs. Burke asked Anderson if the repair work thus far was being administered by Authority staff to which Anderson replied yes. Rives asked Anderson if the joint repairs completed by the staff were successful and holding up well to which Anderson replied yes.
- Anderson presented to the Authority a copy of the City of Winchester Strategic Plan. Anderson noted that the parking garages maintenance plan supports the overall city strategic plan for revitalization.
- Anderson attended a city wide snow meeting on January 8, 2013
- Anderson attended a development team meeting on January 17, 2013
- Anderson attended SABF NIMS meeting on January 23, 2013
- Anderson reported that meters were free in celebration of Martin Luther King Jr. Day holiday on January 21, 2013
- Inquiries were currently being made by outside groups with reference to the use of parking garage roofs for launching of fireworks displays

Helm expressed concern with the use of fireworks at any of the parking garages. Helm stated that the Authority should be actively engaged in any discussions regarding the use of any of the garages for fireworks displays.

Iman explained to the Authority that the City's Strategic Plan was designed to be used as a guide by city departments and agencies in their planning and decision making processes in an effort to meet the City's overall goals. Helm stated that the Authority will accept the strategic plan as a tool for assistance when making crucial decisions, however, the Authority's best interest will always take precedence based upon Council's expectations of the Authority. Iman responded by stating that he understood the Authority's position, however, it is expected that the goals listed in the strategic plan be achieved.

V. OLD BUSINESS

1. Discussion and wrap up from City Council Worksession, February 19, 2013

Helm provided an update on the Council Worksession. Helm reported that Council approved to forward proposed amendments to City Code that will allow the Authority to increase parking meter rates up to but not to exceed \$0.75 effective on July 1, 2013 to City Council. Council did request the Authority delay implementing any meter rate increases until well after mall construction is completed. New meter enforcement hours were also forwarded to Council. If approved, new enforcement hours will be 9 a.m. to 6 p.m. Monday thru Friday except for the designated holidays. Council also requested that the Authority delay implementing this change until well after mall construction is complete as well. This will extend the hours of operation for meters by 2 hours per day.

Iman informed the Authority that the city will support and recommend to Council that funding continue for garage renovations by using the Business Development Grant that was designated for the GW Hotel scheduled to expire in FY 2015 as a source of revenue. Helm stated that this was excellent news to hear, therefore, the Authority will continue to proceed with the scheduled parking garage renovations. Iman informed the Authority that the proposed funds per Council would not be released or available until September 2013 so as the Authority could schedule repairs accordingly. Helm noted that the Authority was satisfied with receiving the funds at that time and it should not interfere with any scheduled repairs.

In reference to the situation of the City Sheriff Department vehicles parking at meters along Kent and Boscawen Streets all day, Helm stated that the Authority had previously developed a bulk lease agreement in April 2012 for reduced parking at Court Square Autopark in an effort to address this issue and discussed the proposal with Sheriff Millholland. As of this time, Millholland has declined every effort the Authority has made to resolve the issue stating that his budget did not have enough funding allocated to afford the costs associated with renting spaces at Court Square Autopark even at a reduced rate. Iman stated that he has discussed this matter with Millholland as well and is aware of the budgetary concerns, however, has requested that the Sheriff contact Anderson to discuss the bulk lease agreement proposal and to report back if a resolution occurs. Helm informed the Authority and Iman that presently the Sheriff has developed and is utilizing self-made placards to place in vehicles that are parking at the meters.

2. USA Sports & Marketing Services Request Update

Savarese informed the Authority that currently plans for the Friday Night Live events scheduled for this summer are going well. Savarese noted that he has contacted YHB and Braddock St. United Methodist Church requesting permission for use of their lots for the scheduled events. YHB has granted permission for use of their lot, however, there has not been a response from Braddock St. United Methodist Church as of this time. Savarese stated that it would be beneficial and he would be willing to develop signage that would direct the public attending the events to use the garages for alternative parking. Savarese also suggested to the Authority that USA Sports & Marketing would like to assist the Authority in developing a detailed map of where the area public parking lots and garages are located as a joint effort in assuring the public there is ample parking available in downtown.

Helm asked Anderson in lieu of Savarese fulfilling the request made by the Authority to find alternative parking, has an official agreement been prepared granting the request made by USA Sports & Marketing Services for the use of the Cork and Hable Lots to host the Friday Night Live events. Anderson replied yes. Anderson will forward a copy of the agreement to Savarese.

On motion duly noted by Miller and seconded by Burke, the Authority approved the request by USA Sports & Marketing Services for use of the Cork and Hable Lots to host the Friday Night Live events scheduled for June 14, July 12, and August 9, 2013 for a fee of \$250 per each occasion. The Authority has agreed to assist in the closure of the lots in advance for each scheduled event.

3. Autopark Lot Request - extension

Helm informed the Authority of the request by EDA to extend the lease for the use of the Autopark Lot for contractor parking during the Taylor Hotel Phase I construction for an additional 3 months at no additional charges. Helm explained to the Authority that the contractors have not been good stewards of the parking resource and have caused damage to property, therefore, suggesting that the Authority not extend the lease.

Iman asked Helm what contractors were involved with the use of the Autopark Lot, to which Helm replied Lantz Construction and the EDA. Helm further explained to the Authority that the EDA requested that the initial amount paid in the agreement for use of the lot for 3 months to be considered as payment for the entire 6 months which includes the extension request.

Savarese asked the Authority if the use of this lot for the extended time being requested would interfere with the SABF to which Anderson replied that she had spoken with the EDA Director and he felt that the construction for Phase I would be completed before the festival and there should be no conflicts with lot usage.

Helm stated that without assurances from the EDA that the lot would not suffer any further abuses; the Authority should decline the request to which Burke agreed. Helm informed the Authority that he would contact Jim Deskins, director of the EDA, to schedule a meeting to address this issue and find a workable solution.

VI. NEW BUSINESS

1. Autopark Rates for SABF

Anderson reminded the Authority that the rates last year for garage parking during the Shenandoah Apple Blossom Festival weekend were \$10 for Friday and \$15 for Saturday. Employee passes for individuals who are scheduled to work for their respective employer's downtown during the festival weekend were sold at \$5 each. Anderson noted that the last time parking rates for the festival was increased was in 2009.

Helm asked Anderson if the garages filled to capacity during the festival last year. Anderson replied that none of the garages filled completely, however, it came very close to filling to full capacity. Helm suggested to the Authority that it stay consistent with last year's rates adding no increases for this year.

Iman asked the Authority if SABF was notified of the Authority's intent to close Braddock Autopark during the festival weekend. Helm responded by stating that SABF was notified and that the Authority was currently in negotiations with them concerning leasing the garage and lot for the festival weekend. Iman asked the Authority if the monthly parkers who use Braddock Autopark were aware of the possibility of the garage being leased to SABF to which Helm replied that details with SABF were still in the discussion phase concerning the possible leasing of the

garage. Helm stated that it would be the intent of the Authority that if SABF decides to lease the garage during the festival weekend, it would be their responsibility to manage the use of the garage.

Anderson asked the Authority if it was willing to allow use of Braddock Autopark's electricity, restrooms and storage room to SABF in the event that it would lease the garage for the festival weekend. Savarese stated that SABF would not need the use of the restrooms; however, it would like to be granted use of the storage room to store dry goods and supplies. SABF will also need access to electrical outlets for keeping an ice chest cold. Savarese assured the Authority that items currently in the storage room would not be disturbed in any way by him or his volunteer staff. Helm asked Anderson what items were currently in the storage room. Anderson explained that various items belonging to Old Town Development Board, Public Works, and other departments were occupying the space in one storage room and the Authority's communications equipment was occupying the other storage room. Savarese noted that SABF was only interested in using the storage room that did not house the Authority's communication equipment, being the room that has items from various other departments.

Helm expressed concerns with security issues involving the use of the storage room due to not having Authority staff on the premises overseeing operations and did not feel comfortable asking other departments currently using the storage room to share the space for this purpose. Savarese asked the Authority if they would reconsider the request for using the storage room if he personally spoke with the departments storing their items and received their permission to share the space during the festival. Helm stated that if the other departments using the storage room were agreeable to SABF using the room also then the Authority would be agreeable to it as well.

Savarese asked the Authority if it would provide additional trash cans in the garage and be responsible for cleaning the garage after the festival providing SABF would agree to lease the garage. Helm stated that the Authority will not provide any additional trash cans or be responsible for cleaning up the garage after the festival. SABF will be fully responsible for these items should they decide to proceed with the agreement. Helm also stated that if SABF would decide to use the restrooms at Braddock Autopark, they would be responsible for any and all fees associated with putting the restrooms into and out of service as well as any cleaning up or repairs needed afterwards. The Authority did agree to allow the use of electricity in the garage to SABF for keeping their ice chest cold.

On motion duly noted by Rives and seconded by Miller, the Authority approved the following rates for parking in the garages during the Shenandoah Apple Blossom Festival weekend of May 3 – 4 2013: \$10 for Friday, \$15 for Saturday, and \$5 for employee passes.

2. Hables Real Estate Request

Anderson informed the Authority that Palace Lot will lose 4 parking spaces that it currently leases to Hables Real Estate due to the installation of a public restroom on the lot as part of the mall construction project. As a result Hables Real Estate has requested that the 4 spaces they lease be relocated to the Hable Lot due to security reasons.

Helm expressed to the Authority that the request seemed reasonable.

On motion duly noted by Miller and seconded by Burke, the Authority approved the request from Hables Real Estate to relocate the 4 spaces currently leased on the Palace Lot to the Hables Lot with the choice of location to be mutually agreed upon by both parties.

3. Parking Garage Maintenance Plan Discussion

Anderson informed the Authority that garage maintenance and repairs are being scheduled. Repair and maintenance items being addressed include painting, landscaping, mowing, and brick repairs. Landscaping and mowing are currently being conducted by staff. Anderson has contacted the work release program to see if there are any opportunities to receive assistance through the program with maintenance items, however, a reply has not yet been received. Anderson noted that the garage maintenance and repair plan follows the basic maintenance plan recommended by Ned Cleland of Blue Ridge Design. Anderson asked the Authority for any additional comments or suggestions in regards to the garage maintenance plan currently in place.

Iman asked Anderson to elaborate on the brick repair for Court Square Autopark. Anderson stated that she has obtained a quote that it will cost the Authority \$2000 to repair the brick wall around Court Square Autopark. Anderson has received a quote for landscaping at Court Square Autopark and that estimate was approximately \$4,000 (includes median at Braddock Autopark as well). Blue Ridge Landscaping also suggested other cost effective options for the care of the landscaping at Court Square Autopark such as using river stone and mulching as bedding and provided pricing for each option. Iman informed the Authority that the city's strategic plan specifically addresses blighted property and the parking garages will be expected to adhere to the same standards as given to all the properties throughout the city. Iman added that the city will be administering comprehensive enforcement of all blighted properties.

Helm stated that some of the tasks listed in the maintenance plan may have to be outsourced if the Authority and its staff do not have enough expertise to complete. Burke suggested that the Authority may want to consider asking the local Garden Club for their assistance and expertise in landscaping matters. Helm

recommended to the Authority that it may want to coordinate with other area landscapers in developing a comprehensive plan for the garages and perhaps a managerial check should be completed of all the maintenance work as it progresses. Anderson noted that Cleland does a basic general inspection of the garages approximately once per year.

Anderson asked the Authority for approval in contracting the brick and landscaping work to be completed at Court Square Autopark. The Authority suggested that it gather more information and advice on this matter before proceeding further at this time. Helm suggested the possibility of asking the EDA to fund the expense of repairs to the Court Square Autopark brick wall in lieu of payment for the autopark lot extension due to the access of contractors currently working at the Taylor Hotel site. The Authority and Iman were supportive of this recommendation.

Anderson informed the Authority that a portion of the concrete wall at GW Autopark became damaged and Shockey's had to conduct repairs. Helm noted that items such as those will have to be handled by the Authority as it happens.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:26 a.m. The next meeting of the Winchester Parking Authority is scheduled for Thursday March 28, 2013 at 7:30 a.m. in Council Chambers.

Respectfully submitted,

Teresa Couch
Secretary

Minutes Approved:

A handwritten signature in blue ink, reading "Teresa Couch", is written over a horizontal line.